

CONFIDENTIAL15 MAR 1976
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MEMORANDUM FOR: Deputy Director for Administration
FROM : Charles A. Bohrer, M. D.
Director of Medical Services
SUBJECT : Review of Supergrade Positions
REFERENCE : Your Memo dtd 23 Feb 76, same subject
(DD/A 76-0829)

As requested, attached is a listing of the Office of Medical Services supergrades with recommendations and justification. Although not required, the positions are listed in ordinal ranking.

SIGNED
CHARLES A. BOHRER, M.D.

Charles A. Bohrer, M. D.

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JUSTIFICATION

*1. Chief, Professional Services

With the ever increasing requirements being levied on our professional components in the areas of selection, OSHA (safety and health), licensure requirements and expanded medical programs, the need for a senior medical officer to supervise and coordinate the activities of these components has necessitated the establishment of the position of Chief, Professional Services with the following responsibilities:

a. Recommend to the Director of Medical Services the establishment of professional policies and procedures affecting the Agency's Medical Program.

b. Advising the Director of Medical Services of changes in existing requirements and new requirements impacting on the Office of Medical Services.

c. Provide supervision, integration and coordination of Office of Medical Services professional components including:

(1) Reviewing and monitoring Agency Medical Standards,

(2) Review and recommend procurement, assignment and utilization of professional medical personnel,

(3) Establish and supervise a continuing medical education program for professional personnel,

(4) Establish and supervise the Agency Health Education Program,

(5) Provide professional support to the Agency Safety and Health Program, and

JUSTIFICATION (cont'd)

(6) Maintain professional liaison with appropriate officials of the Federal Government and other designated medical organizations relating to the mission of the Office of Medical Services.

In order to establish this position on the Office of Medical Services Staffing Complement, a position ceiling allocation at the GS-17 level is needed and hereby requested.

****2. Chief, Selection Processing Division**

Since the establishment of this position in July 1969, the duties and responsibilities of this position have increased to the point that the position now ranks with other GS-16 positions in the Office of Medical Services. This position is currently undergoing a review by PMCD and we are optimistic that they will support the upgrading of the position to GS-16. A complete position description is attached (Attachment C).

CHIEF, SELECTION PROCESSING DIVISIONI. KNOWLEDGE AND SKILLS:

A degree of Doctor of Medicine with additional professional competence in advanced practices, techniques, and methodologies of adult and child medicine.

A knowledge of Agency mission, programs, organization and functions sufficient to understand the impact of medical decisions vis-a-vis Agency applicants and dependents.

An ability to plan, organize, staff, and control programs relating to medical services.

An ability to rapidly establish rapport and respect from a highly diverse population served.

II. RESPONSIBILITIES:

Plans, coordinates and directs the medical evaluation processes for Agency applicants and dependents.

Coordinates and manages the psychiatric screening/evaluation of applicants for Agency initial employment and directs the related program services to Agency employees and dependents concerning suitability for overseas assignment.

Responsible for the identification and implementation of "state-of-the-art" methodologies and guidelines for applicant and dependent evaluation and treatment.

Develops and coordinates the operation of a professional referral service for Agency employees and their dependents to medical facilities throughout the U.S.

Serves as Agency Medical Coordinator and plans and manages the xeromammography program for Agency female employees.

STATINTL Serves as Agency Medical Advisor and Coordinator in the field of pediatrics as concerns Agency dependent children, [REDACTED] overseas tour related medical matters.

Shares in the direction and delivery of the Agency's medical care and treatment program - primarily Rosslyn area.

CHIEF, SELECTION PROCESSING DIVISION (cont'd)

Serves as a member of the OMS Senior Medical Panel participating in the daily review, evaluation, analysis and general assessment of Agency worldwide medical cases, status, actions, requirements, etc. with responsibility for formulating opinions, rendering decisions and making recommendations to Director, OMS concerning both general as well as his sphere of medical specializations.

III. DECISIONS:

Subject to the policy of the Director and Deputy Director of Medical Services:

Determines whether Agency applicants are medically qualified for employment and whether Agency dependents are medically suitable for residence abroad.

Renders on a daily basis, Agency-wide medical advisory decisions in several specialty fields as a member of the OMS Medical Management/Advisory Panel.

Determines internal program assignments and manages a staff of approximately [REDACTED] employees as follows:

- (a) [REDACTED] staff employees, consisting of M.D.'s, Psychologists, Nurses, Medical Technicians and Secretaries/Clerks; and
- (b) approximately [REDACTED] contract employees, consisting of [REDACTED] Physicians supporting the medical/clinical program and [REDACTED] Psychiatrists who perform psychiatric evaluation of applicants, dependents, etc.

IV. CONTACTS:

Internal - Frequent personal and telephonic contact with Agency management and operating officials regarding medical problems of their applicants, employees, and dependents.

External - Frequent personal and telephonic contact with professional persons from both Governmental and private medical facilities concerning current and advanced theories and practices of medicine.